



Job Opportunity

State Controller's Office

Position: Staff Services Analyst

Statewide

Location: Administration and Disbursements Division
300 Capitol Mall, 6th Floor, Suite 619, Sacramento, CA 95814

Issue Date: August 29, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Suzanne Eaker, (916) 324-3845

Who May Apply: Individuals who are currently in this classification, eligible for a lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-150-5157-702

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by the Staff Services Manager I, the incumbent will perform as the Health and Safety Officer for the Office of the State Controller by addressing issues of health and safety arising out of the day-to-day activities of the office. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Modify and maintain the Office's Illness/Injury Prevention Plan. Provide consultative services to managers, as needed.
- Maintain a comprehensive program which integrates the Illness/Injury, and Health and Safety Programs.
- Meet and confer with supervisors, managers, and senior level staff for resolution of the more complex issues to the following programs: Health and Safety, Injury and Illness Prevention and Emergency Building Plans.
- Consult with managers, staff, and vendors to resolve ergonomic issues.
- Provide personal computer assistance, training, and support for Human Resources Office staff. Identify training needs and make recommendations to staff for appropriate classes of their skill level.
- In absence of the Medical/Worker's Compensation/Return-to-Work Administrator, assist division with problem resolution.
- Respond to Cal OSHA complaints and/or citations.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Human Resources Office
300 Capitol Mall, Suite 619
Sacramento, CA 95814

Attn: Marcy Maeda-Imai